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| **October** | * IA: Initiate subcontracts * IA: Plan FY21 Q report and 3-year plan due dates, regional meetings, set calendar, update processes, etc. * IA: Update R3 local provider contact information & share with CTW team * Eval Guidance updated – Read & adjust processes accordingly * FY2020 Fiscal closeout starts * **October 1:** Start FFY2021 Program Year! Send out approved plans & budgets, and new WSU program budget numbers * **October 6:** Zoom kick-off Region 3 meeting * **October 8:** All 2020 PEARS data entry DUE (no more entry until Oct 13) * **October 16:** Annual reports due from LIAs * **October 21:** LT zoom meeting, IA presentations * **October 30:** All FY2020 Effort Certification Forms DUE to Kim * **October 30:** All FY2020 fiscal/billing due to IA |
| **November** | * IA: Look at PEARS data and EARS report, prepare EARS forms * IA: Adapt project summary/plan templates for local programs * **November 18:** LT zoom meeting, SWI presentations * **November 18-19:** CTW statewide CTW training * **November 26-27:** Thanksgiving Holiday * **November 30:** Statewide FY21 Kickoff Zoom (AM, time TBD) |
| **December**  End of 1st Qtr. | * **December 1:** Activity Insight available for reporting? * **December 15:** Final date to submit FFY2020 invoices to DSHS * **December 23:** Annual Report DUE to DSHS * **December 31:** All programs complete annual Civil Rights & other required training (collect for ALL project sites) |
| **January** | * WSU Internal: Activity Insight Reporting Due (date TBD) * WSU Internal: AP Annual Reviews * **January 11:** Q1 Report and PEARS data DUE from LIAs * **January 20:** Quarterly LT zoom meeting * **January 20:** Programs 1st round amendments DUE to R3 IA * **January 27-28:** CTW statewide PSE training * **January 29:** Q1 PEARS Data Evaluation Team Due Date * **January 29:** Q1 Report and Q1 Invoice DUE to DSHS * **January 29:** Submit 1st round amendments to DSHS |
| **February** | * WSU Internal: AP Annual Reviews DUE * **February TBD:** ASNNA Conference |
| **March**  End of 2nd Qtr. | * IA: Coordinate Program Monitoring meetings & site visits * **March 12-14:** Region 3 Management Evaluation with DSHS |
| **April** | * Start Program Monitoring meetings & site visits * **April 5:** Collect any 2nd round no-cost amendments and all COST amendment documentation * **April 15:** Final FFY20 cost Amendments DUE to DSHS * **April 16:** Q2 Report & PEARS data due to IA from local programs * **April 21:** Q2 LT zoom meeting * **April 30:** Q2 Report and Q2 Invoice DUE to DSHS * **April 30:** Q2 PEARS Data Evaluation team due date * **April 30:** Certification of 100% time and effort bi-annual forms DUE to Kim |
| **May** | * Complete Program Monitoring meetings & site visits |
| **June**  End of 3rd Qtr. | * WSU Internal: purchasing blackout dates –end of fiscal year for both WSU and DSHS * WSU Internal: Civil Service Annual Reviews * **TBD:** Zoom R3 meeting * **June 14:** FY22 Plans & Budgets DUE to IA * **June 30:** FY22 Plans & budgets DUE to WSU grants, and PSE table to Evaluation |
| **July** | * Unspent funds estimate to DSHS * **July 12:** Q3 Report & PEARS DUE to IA * **July 15:** FY22 Plans & Budgets DUE to DSHS * **July TBD:** SNEB Conference * **July 20:** Q3 Report & Invoice DUE to DSHS * **July 21:** Q3 LT zoom meeting * **July 30:** Q3 PEARS Data Evaluation Team due date |
| **August** | * WSU Internal: Start reappointments (with Linda & Kim) * **August 13:** DSHS submits 3-year plan to FNS |
| **September**  End of 4th Qtr. | * Initiate subcontracts * Annual background checks all program staff * WSU Internal: Complete staff reappointments * **October 6:** PEARS Q4 Evaluation team due date * **October 30:** Certification of 100% time and effort bi-annual forms DUE to Kim * **October 30:** Final local program Invoices DUE for 2019 * **December 15:** FFY21 Q4 FINAL invoice DUE to DSHS * **December 21:** Annual Report DUE to DSHS |

\*Other items to add when dates available:

* Conferences (WSFMA now biennial so not until 2021, Farm to Cafeteria April 2022)